
**DWI Services
POLICIES AND PROCEDURES**

Section:	Community Policy Management	Effective Date:	02/01/08
Team:	Criminal Justice Innovations	Policy No.	0108
Subject:	Provider Responsibility of E508 Processing	Revision date :	N/A

Approved By: Lynn B Jones, LPC, LCAS, Program Manager

Approval Date: 01/11/2008

Spencer Clark, ACSW, Assistant Chief,
Community Policy Management Section

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Purpose: To establish clear guidelines for E508 processing by the Provider.

Scope: Establishes the protocols for submission of the SA assessment and the ADETS or treatment completions for individuals seeking a Certificate of Completion DMH-508-R for the purposes of obtaining a drivers license with DMV.

Policy Statement:

User IDs and Passwords: Each user must have an individual ID and password to use the E508 system. These cannot be shared. The facility representative must deactivate user access to the E508 system upon termination of employment.

Assessments: The E508 submission of the SA assessment should be completed within two weeks of the assessment. A signed copy of the assessment form with the “status” read as “sent to the state office” should go into the case file.

ADETS/Treatment Completions:

ADETS/Treatment completions, should be submitted via E508 within 2 weeks of completion. A signed copy of the completion form with the “status” read as “approved by DMV” should be placed in the file

The agency is responsible to manage the E508 process to ensure that each step of the process is completed. Submitted ADETS/Treatment completions should be reviewed at least weekly, to correct deficiencies as they occur.

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- **Submitted completion forms “Rejected by DMV”:** Review the data and compare to MVR to correct the arrest date, customer number/NC DL, arrest county, conviction date. If the MVR does not show the conviction date, contact the court or DMV
- to see that it does get entered into the DMV records. Make any corrections and resubmit the completion forms to ensure final approval by DMV.
- **Submitted completion forms “Held for further review by the state”:** Held forms require consultation with DWI Services by the provider. Have the records available to review any concerns identified by DWI Services. DWI Services must release the hold before any corrections are made.

Enforcement: Program reviews by the Accountability Team; Monitoring of E508s by DWI Services.

Exceptions: E508 ADETS/ Treatment completions are not required to be sent to DWI Services if the provider has not received fees as per statute (G.S.122C-142.1). In this case, the completion form should be saved in the system as a “created” form within 2 weeks of the completion of ADETS/Treatment services while pending payment. The data will be saved in the system.

Refer to hardcopy and online E508 instructions for further information. Technical assistance is routinely available on the E508 system by DWI Services.